



**HEDDLU  
GOGLEDD CYMRU  
NORTH WALES  
POLICE**

Response Date: 30/09/2025

**2025/1009 - Autosave MG11 Witness Police Statements**

In response to your recent request for information regarding;

**How long is your police forces retention policy for MG11 witness police statements?**

Retention of MG11 police witness statements will accord with the Management of Police Information (MoPI) Grade of the offence to which they are attached.

**Group 1 – certain public protection matters**

Each MoPI group is recorded against the offence on the PNLD. Information relating to subjects in this group may be retained until the subject has reached 100 years of age (calculated using the subject's date of birth). A decision to delete this information or otherwise should then be made on the basis of a manual review. This information should be reviewed every ten years to ensure that it is adequate and up to date, and that retention is justified. Some parts of the group 1 nominal record need not be retained if they are not relevant or necessary. Information retained under this grouping can include intelligence reports of any grade.

**Group 2 – other sexual, violent or serious offences**

Each MoPI group is recorded against the offence on the PNLD. Information relating to sexual, violent or serious offences that are not listed as serious specified offences in Schedule 18 of the Sentencing Act 2020 ([opens an external website in the same tab](#)) can be retained only for as long as the offender or suspected offender continues to be assessed as posing a risk of harm, using the NRAC. After every 10-year clear period, these records should be reviewed and a risk-based decision should be made on whether they should be disposed of or retained. If the nominal in question continues to offend or is implicated in continued offending, records relating to them must be retained. In these circumstances, however, the resetting of the clear period means that forces do not have to conduct a scheduled review or justify the continued retention of such records.

**Group 3 – all other offences**

Records relating to people who are convicted, acquitted, charged, arrested, questioned or implicated for offending behaviour that does not fall within group 1 or group 2 are dealt with in group 3. Group 3 offences may be deleted without manual review, after a six-year clear period, if certain criteria are met.

**Undetected crimes**

Undetected crimes with no named suspects will be retained in line with the relevant MoPI group based on offence type.

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Glan-y-Don, Bae Colwyn LL29 8AW  
[www.heddlugogleddcymru.police.uk](http://www.heddlugogleddcymru.police.uk)

Police Headquarters,  
Glan-y-Don, Colwyn Bay LL29 8AW  
[www.northwales.police.uk](http://www.northwales.police.uk)

**What is the name of the computer program within the police station, officers create MG11 witness statements on?**

Microsoft WORD via NicheRMS – (Records Management System). There is also a 'stand-alone' WORD MG11 witness statement (within WORD itself) which converts to PDF after the witness has signed it. MG11 witness statements can also be created via PRONTO. An MG11 can be created in any one of these three ways, or a paper copy can be completed, signed, scanned and uploaded to the NicheRMS system.

**Does the computer program police officers create MG11 witness statements on auto save, if so after how many minutes does it auto save the MG11 statement ?**

Not by default on NicheRMS/WORD.

The Pronto solution automatically saves text entered into the statement as it is entered. This includes text which the officer has opted to not fully commit into the statement (i.e. become non-editable). In most cases, officers will complete the whole statement, review with the Victim/Witness and then opt to commit all the text rather than paragraph by paragraph.

**When a police officer writes a MG11 witness statements on the computer system does the computer program, ask if the user wants to save the statement before logging off (leaving page) ?**

Yes in WORD/NicheRMS.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST  
UNDER THE FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 29/09/2025